

14 June 1963

**MEMORANDUM FOR:** Executive Officer, CTR

**THROUGH** : Chief, Plans & Policy Staff  
Deputy Director of Training  
Director of Training

**SUBJECT** : Suggestions for Classroom Equipment in New Building

1. In the attachment are some suggestions which I have compiled relative to the classrooms in the new building.
2. Recently each school chief in CTR was asked to ascertain from his instructor personnel answers to the following questions:
  - a. What items relative to the present Headquarters classrooms are considered inadequate and should merit consideration for change in the new building?
  - b. What items now in the Headquarters classrooms are adequate and should be duplicated, where practical, in the new building?
3. The attachment represents a compilation of answers to the above questions. Adaptation of the specifics will have to be made to particular classroom sizes.
4. This memorandum seemingly deserves prompt attention so that suggestions herein which require advance consideration due to construction of walls, ceilings, etc. (i.e., conduits for T.V., electrical outlets, speakers, etc.) can be effected promptly with minimum effort and expense.
5. This seems to be the appropriate time to plan for the installation of adequate conduits, outlets, etc., for our future closed-circuit television requirements; however, this suggestion is not included in my attachment.
6. Other than those projectors mentioned in the attachment, AAE/ISE/TR should prepare a list of necessary projectors, appropriate lenses, stands, and controls.

~~JOE NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 6. NO CHANGE~~  
~~IN CLASS/DECLASS/CLASS CHANGED TO: IS S C RET. JUST. 22~~  
~~NEXT REV DATE 09 REV DATE \_\_\_\_\_ REVIEWER 6477 TYPE DOC. 02~~  
~~NO. PGS 7 CREATION DATE \_\_\_\_\_ ORG COMP W OPI 11 ORG CLASS S~~  
~~REF CLASS 1 REV COORD. \_\_\_\_\_ AUTH: HR 78-3~~

7. I suggest that this memo be coordinated with the C/ISS/TR and Admin. O./PPS/TR who are vitally interested and concerned with various factors not covered herein but which are important classroom needs. After receiving this memo, perhaps you should designate a "committee" to visit the new building and appraise these suggestions and any others which may be evoked. Probably this committee should include: XO/TR, C/ISS/TR, R/TR, BSB/TR, Admin. O./PPS/TR and ES/PPS/TR.



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## ATTACHMENT

1. **WALLS** - The color of walls should be consistent with the criteria I outlined to the Executive Officer/TR in a memorandum for the record, Subj: Color in the Classrooms, dtd 8 Oct 62. (I have retained a copy of the memo.) Since painted, undecorated walls tend to be uninteresting, provision should be made for permanently installed maps or other suitable decoration to relieve the monotony. Walls should be accoustically treated to prevent outside noise from coming in or classroom activities from being heard in halls or adjoining rooms.

2. **CHALKBOARDS** - If it is less expensive to remove our present chalkboards and related items and install them in the new building, then we should do so. If, however, the bother and expense out-weigh this procedure, then we should consider similar type boards but perhaps of a different manufacture. (Suggestion for a good board--SLATO-STEEL, from Beckley/Cardy, 1914 No. Narragansett Ave., Chicago 39, Illinois. There is probably a local distributor for this board but his name and address are unknown at present.) The bottom of the boards should be installed at least 36" from either the floor or podium level. If new boards and related items are purchased we might seriously consider wider boards (48") if these come as standard sizes (no custom made jobs are envisioned). If the size and shape of the rooms preclude ample board space on one wall, then consideration should be given to both front-of-room and side-wall installations. Sixteen feet of usable chalkboard should be the minimum in any classroom.

3. **HOOX'N LOOP AND TACK BOARDS** - The Hook 'n Loop boards and the tack boards should be planned for the new building. Where not permanently installed, one on a tripod would suffice. In each classroom, the combination of chalk, Hook 'n Loop, and tack boards should occupy the major percentage of the front of the room. (16' is the desired length for chalkboard.) If necessary, sliding panels with top and bottom tracks should be installed for Hook 'n Loop and chart boards. When not in use these should be stored in some sort of recessed area - not exposed to view. If not feasible, side wall installation should be included. (Thermostats and other items which would preclude this should be eliminated in the early planning stages.) Include sliding combination hooks and squeeze clamps on the top frame of the chalkboards to hold charts.

4. **MAPS (MOUNTED) AND HINGED HOLDERS** - To accommodate maps, etc., mounted on heavy backing, we should investigate the possibility of installing moveable holders on the underside of the chalk trays. These holders could be on hinges (elbow type) to swing out to hold the maps and swung back out of the way when not in use.

5. **PODIA** - In any classroom where we would have 20 or more students, we should plan for a one or two step podium as appropriate to the size of the room. This should be wide enough to accommodate an instructor, table or desk, chairs, lectern, easel, and other normal equipment, without crowding and without the danger of someone inadvertently stepping off. Podia should be CARPETED so no hollow sounds will be emitted by walking thereon.

6. **PROJECTION SCREEN** - Most of the rooms must have a retractable projection screen consistent with the room size. In the smaller rooms a tripod-style screen will be appropriate. In the larger rooms, a permanently mounted screen should be planned. This screen should be mounted about 18 inches out from the front wall, and so positioned that it will not interfere with the lectern or be so far out from the wall that the instructor may not conveniently point to the projected image. The screen should be so mounted, recessed, that it will not be a distraction in the front of the room and, when lowered for use with an overhead projector, it can be slanted to eliminate the "keystone" effect. In all cases (electric or non-electric) it should be instructor controlled.

7. **OUTLETS (ELECTRICAL AND TELEPHONE)** - There should be ample electrical outlets at front, sides, and back of each classroom to accommodate the various types of projectors used. Lighting should be controlled so that the room may be either dimmed or "blacked-out" by the instructor with one or two switches rather than having a series of switches to turn all lights on or off. In the larger rooms, two or more spotlights aimed at the front area would provide more effective illumination. Electrical outlets for clocks should be provided mid-way on a side wall. Have no protruding box outlets on floors, either electrical or telephone.

8. **SOUND-EQUIPMENT** - All amplifiers installed should be recessed so that they will not serve as distractions. Presumably they would be installed so that proper reception is accomplished throughout the room. The amplifier should serve both to amplify the instructor's voice and also carry the sound from any training movie. The 16 mm movie projector should plug into a permanently installed amplifier in each room. Locate equipment in a remote room for recording instructor presentations with only the microphone present in the classroom. If necessary, due to size of classroom, microphones should be installed strategically overhead to pick-up student questions and comments.

9. **INTERCOM SYSTEM**.- It would be very convenient if a two-way intercom system could be installed between each classroom and the Instructional Services Branch, so that an instructor could request emergency assistance without leaving his classroom.

10. **SAFES, CABINETS, BOOKSHELVES, ETC.** - To help eliminate the "cluttered" appearance of our classrooms, there should be some recessed or designated area at the rear or the back-sides of each room to accommodate safes, cabinets, and the like. Each classroom should have a bookshelf for reference material. Also, coat racks are needed in all classrooms.

11. **BLACKING-OUT OF WINDOWS** - If the classrooms have windows, and windows are desirable, adequate provision must be made for blacking-out the light during projection of films, etc. This could be accomplished by dark or lined draw-drapes, or dark colored venetian blinds with proper border installation to eliminate peripheral light.

12. **NAME PLATES ON WALL** - Subject and instructor name plate holders should be mounted on or near the front wall and of the same color as the wall. Each classroom door should have a sign to indicate "CLASS IN SESSION".

13. **CLASSROOM DOOR (LOCATION) AND WAITING ROOM** - Classrooms should have doors at the rear. If front of room doors are required they should have provision for locking from the inside. A centrally located waiting room for guest instructors is needed.

14. **BULLETIN BOARDS** - Every Classroom needs a bulletin board for student notices, (24"x36") magnet-type and installed near the rear door.

15. **MAP CASE** - Install permanently, a map case hung from ceiling or high on front wall, near instructor's area, from which cased maps can be unrolled (window-shade style) and returned to the case with ease. (This is to be done especially in the room or rooms to be used by SIC).

16. **LECTERNS** - Need adjustable-height lecterns with light and microphones (combination fixed and lavalier). Lecterns should be mounted on casters.

17. **SLIDE PROJECTORS** - Slide projectors (35 mm) with adequate length remote control cords are needed by most instructors.

18. **Formica-topped tables, preferably without drawers, were requested.** Some desire arm chairs, with retractable writing arms. These suggestions are included here but full realization is given to the fact that present equipment of this type must be utilized until a replacement is scheduled.

19. **Admittedly, OTR needs and deserves the best training equipment and facilities.** One high-priority requirement is a first-rate auditorium-type classroom. The specifications for such a room should include:



~~SECRET~~

- a. Seating capacity for 50 persons.
- b. Raised speaker's platform of adequate size, with provision for unobtrusive entrance from wings at sides of platform.
- c. Theatre-type sloped floor, sloping down to speaker's platform.
- d. Overstuffed, theatre-type chairs, each with a retractable writing arm.
- e. Walls and chairs in a stimulating and harmonizing color motif.
- f. Adjustable height lectern on casters, equipped with reading light and combination fixed and lavalier microphones. Lavalier microphones to be on an extension cord. In addition, the lectern should be fitted with (1) dimming switch for all lights, (2) signal button to contact the projectionist for changing slides, etc., (3) button which lowers and raises the projection screen, and (4) electric clock.
- g. All projectors (movie, 2"x2" & 3 1/4"x4" slides, overhead) to be permanently installed in the rear in a projection booth and operated therefrom by a projectionist. Amplifier, light systems, and projection screen also to be controlled from booth. Provision for recording equipment located in booth.
- h. A number of small-sized microphones, hung from ceiling, well distributed and strategically placed throughout the room to pick up and amplify questions and comments from the audience.
- i. Provision for an easel to hold supplemental charts on Hook 'n Loop board.
- j. Spotlights (controlled from lectern and booth) to illuminate stage, charts, and speaker.
- k. Suggest arrangement of stage as follows to adapt it to both classroom and "briefing" room use. Angle of chart boards to be such that all "students" can adequately see. Sliding chart holders (squeeze/clamp) provided as in classrooms.  
(Chart on next page)
- l. Install chalk board on wall between chart boards.



(Not drawn in correct proportion)

